

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 23 , 2003

ALL COUNTY LETTER NO. 03-17

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE-TO-WORK DIRECTORS

SUBJECT: COUNTY TEMPORARY ASSISTANCE FOR NEEDY FAMILIES
(TANF) WORK PARTICIPATION RATE MONTHLY REPORT, FORM
WTW 30 AND RELATED INFORMATION

REFERENCE: ALL COUNTY LETTER (ACL) NO 01-66, DATED SEPTEMBER 18,
2001; ACL 99-85, DATED OCTOBER 7, 1999; ACL 02-44, DATED
JUNE 24, 2002; ALL COUNTY INFORMATION NOTICE I-16-01,
DATED FEBRUARY 28, 2001

The purpose of this letter is (1) to provide counties with an updated TANF Work Participation Rate Sample Fact Sheet that has been revised to include the TANF timed-out cases and (2) to provide counties with a revised sample size listing for the work participation rate case reviews.

The significant revision to the TANF Work Participation Rate Sample Fact Sheet is the inclusion of the aid codes for TANF timed-out cases (**32** and **3W**) in the TANF work participation rate sample identified on the Sample Fact Sheet. As you know, adults who have reached the TANF 60-month time limit continue to receive cash aid until they reach the California Work Opportunity and Responsibility to Kids (CalWORKs) 60-month time limit. As was explained in ACL 02-44, dated June 24, 2002, these TANF timed-out individuals continue to be required to participate in the CalWORKs Welfare-To-Work (WTW) Program, unless exempt, and continue to be included in the federal work participation rate. For those reasons, these cases must continue to be included in the county's work participation rate population and must be reported on the monthly WTW 30 report.

The Work Participation Rate Sample Size listing has been revised to show a reduced sample size. This reduction in the required sample size reflects the decrease in the CalWORKs caseload.

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Also for your convenience and easy reference, we are attaching a copy of the County TANF Work Participation Rate Monthly Report (WTW 30) form and instructions, of which the Sample Fact Sheet is a part. The form, instructions, and fact sheet are also available on the California Department of Social Services (CDSS) Research and Development Division (RADD) web site located at: <http://www.dss.cahwnet.gov/research/>.

If you have questions regarding the WTW 30 Report, please contact Kathi Nakashima, Data Systems and Survey Design Bureau analyst, at (916) 651-8269. Questions concerning the sample should be directed to Frank Andersen, CalWORKs and Food Stamp Data Systems Design Task Force, at (916) 653-0843. Work participation program-related questions should be directed to Alison Welbourn, Employment Bureau Program analyst, at (916) 654-1423.

Sincerely,

***Original Document Signed By
Lois VanBeers on 4/23/03***

LOIS VANBEERS
Deputy Director
Research and Development Division

Enclosures

SEND ONE COPY OF THIS REPORT TO:
California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P. O. Box 944243
Sacramento, CA 94244-2430
FAX (916) 657-2074

COUNTY TANF WORK PARTICIPATION RATE MONTHLY REPORT

		MONTH	YEAR
		COUNTY	
TYPE OF WORK PARTICIPATION	(1) ALL FAMILIES MEETING WORK PARTICIPATION REQUIREMENTS	(2) All FAMILIES NOT EXCLUDED FROM PARTICIPATION	(3) MONTHLY PARTICIPATION RATE
TANF All Families			
The above data is reported on (check one): <input type="checkbox"/> All cases <input type="checkbox"/> A sample of cases			
COMMENTS			
CONTACT PERSON		TELEPHONE	

TANF WORK PARTICIPATION RATE
WTW 30 (10/99)
GENERAL INFORMATION AND INSTRUCTIONS
(Revised 02/01 per All-County Information Notice I-16-01 dated February 28, 2001)

DEFINITIONS AND INSTRUCTIONS

(Column 1) All Families Meeting Work Participation Requirements. Enter the number of All Families cases that meet Federal work requirements. This number will be the numerator in the work participation rate calculation. For a case to be included, it must meet the following conditions:

- a) The family must be included in the work participation rate calculation denominator (see Column 2 instruction below).
- b) One aided adult or minor head of household must participate an average of 30 hours per week. For a single parent with a child under the age of 6 years, the participation requirement is 20 hours per week. The work activities described in (i) through (ix) below may be used to meet these participation requirements.
 - i) Employment including subsidized and unsubsidized private or public employment.
 - ii) Self-employment.
 - iii) Work experience.
 - iv) On the job training.
 - v) Job search and job readiness.
 - (1) Maximum of six weeks may be counted in any Federal fiscal year per individual.
 - (2) Maximum of four consecutive weeks in any Federal fiscal year per individual.
 - (3) Not more than once during a Federal fiscal year, a county may count three or four days of job search and job readiness assistance during a week as a full week of participation.
 - vi) Community service.
 - vii) Providing childcare services to an individual who is participating in a Community Service Program.
 - viii) Vocational Education Training.
 - (1) Vocational education training may only count for a total of twelve months for any individual.

- ix) School attendance for married or single heads of household under 20 years of age.
 - (1) Must maintain satisfactory attendance at a secondary school or the equivalent during the month, or
 - (2) Participate in education directly related to employment for an average of at least 20 hours per week during the month.
- c) After at least 20 hours a week in one or more of the activities in b), the following Federal categories may also count as participation:
 - i) Job skills training directly related to employment.
 - ii) Education directly related to employment for individuals with no high school diploma or Certificate of High School Equivalency.
 - iii) Satisfactory school attendance for individuals with no high school diploma or Certificate of High School Equivalency.
- d) Not more than 30 percent of all of the cases included in the numerator may be deemed as meeting the federal requirement through participation in educational activities as defined in b) viii) and ix).

(Column 2) All Families Not Excluded From Participation. Enter the number of All Families cases not excluded from meeting the work participation requirement. This number will be the denominator in the work participation rate calculation. For a case to be included, it must meet conditions a and b below:

- a) Receive a CalWORKs grant for the month.
- b) Include at least one person that meets one of the following criteria:
 - (i) An adult or minor head-of-household receiving assistance.
 - (ii) An adult or minor head-of household sanctioned (unaided) for more than three months in the past 12 months for failure to comply with program work requirements, whether or not the months of sanction were consecutive.
- c) All single parent cases with a child under one year of age that meet the conditions in a) may be excluded from the denominator.
 - (i) Families that meet the work participation requirements, but would normally be excluded because of a child under one year of age, may be included in both the numerator and denominator.

(Column 3) Monthly Participation Rate. Enter the monthly work participation percentage rate. The work participation percentage rate is equal to the number in Column (1) of this report (the numerator), divided by the number in Column (2) of this report (the denominator).

Comments. The county should use this space to provide a summary of all cases dropped from the caseload or sample.

TANF WORK PARTICIPATION RATE SAMPLE FACT SHEET

Which counties must do the reviews and rate calculation: all counties.

Who does the reviews: county staff.

Sample size: varies by county. The number of cases to be reviewed is calculated to produce a work participation rate with a precision of $\pm 2.00\%$ at the 95% confidence level. The annual sample maximum is about 3,200 cases for large counties and 100% of cases for small counties. See the attached Work Participation Rate Sample Sizes table for actual numbers. Counties have the option of reviewing 100% of their cases and using the same findings to calculate their rate.

Sample universe: cases with aid codes 30, **32**, 33, 35, 38, 3E, 3G, 3H, 3L, 3M, 3P, 3R, 3U, and **3W** in the sample month. **Adults who have reached the TANF 60-month time limit continue to receive cash aid until they reach the CalWORKs 60-month time limit. These individuals continue to be required to participate in the CalWORKs Welfare-To-Work (WTW) Program, unless exempt and continue to be included in the federal work participation rate.** Cases with aid codes 35, 3M, and 3U are not to be included when there are two aided adults (18 years of age or older). These cases are in the two-parent Separate State Program (SSP) and therefore not part of the federal work participation rate calculation. When the sample lists are drawn, every effort will be made to screen out the two-parent SSP cases. If the county determines during its review that a case on the sample list has aid code 35, 3M, or 3U and contains two aided adults, the case should be dropped from the sample. If the county elects to review and submit findings on 100% of its caseload, care should be taken to exclude these cases.

Sample source: MEDS file.

Is there an overlap with the Q5 sample: when possible, Q5 cases which meet the all-families definition will be substituted (on a random replacement basis) for work participation rate sample cases. The number of overlap cases will be very small. These replacement cases will be annotated (e.g., starred) on the lists counties receive.

Who draws the sample: the CalWORKs and Food Stamp Data Systems Design Task Force (Q5 Task Force).

When is the sample drawn: approximately the 24th of the month prior to the sample month.

How will the county receive the sample: the county can choose to receive the sample list via e-mail or fax or U.S. Mail.

How will the review results be reported: use the form County TANF Work Participation Rate Monthly Report (WTW 30).

When is the WTW 30 due: 75 days after the sample month.

WORK PARTICIPATION RATE SAMPLE SIZES			
	County 02/03 FFY Sample Size for 2.0 Precision at 95% confidence	County 02/03 FFY Sample Draw (Oversample for 27% Drop Rate	Monthly Average Sample Draw
Alameda	2,296	3,146	262
Alpine	*	*	*
Amador	762	1,044	87
Butte	2,157	2,955	246
Calaveras	1,181	1,617	135
Colusa	*	*	*
Contra	2,197	3,009	251
Del Norte	1,596	2,186	182
El Dorado	1,717	2,352	196
Fresno	2,319	3,177	265
Glenn	1,002	1,372	114
Humboldt	1,964	2,690	224
Imperial	2,183	2,990	249
Inyo	*	*	*
Kern	2,336	3,200	267
Kings	2,037	2,790	233
Lake	1,807	2,475	206
Lassen	1,225	1,678	140
Los Angeles	2,395	3,280	273
Madera	2,086	2,857	238
Marin	1,407	1,928	161
Mariposa	750	1,027	86
Mendocino	1,801	2,467	206
Merced	2,191	3,002	250
Modoc	674	923	77
Mono	*	*	*
Monterey	2,171	2,974	248
Napa	948	1,298	108
Nevada	1,153	1,580	132
Orange	2,300	3,151	263
Placer	1,691	2,317	193
Plumas	*	*	*
Riverside	2,339	3,204	267
Sacramento	*	*	*
San Benito	1,337	1,831	153
San Bernardino	2,372	3,249	271
San Diego	2,328	3,189	266
San Francisco	2,177	2,982	249
San Joaquin	2,308	3,162	263
San Luis Obispo	1,764	2,416	201
San Mateo	*	*	*
Santa Barbara	2,069	2,835	236
Santa Clara	2,268	3,107	259
Santa Cruz	1,801	2,467	206
Shasta	2,094	2,869	239
Sierra	*	*	*
Siskiyou	1,532	2,099	175
Solano	2,089	2,861	238
Sonoma	*	*	*
Stanislaus	2,256	3,091	258
Sutter	1,652	2,264	189
Tehama	1,719	2,355	196
Trinity	680	932	78
Tulare	2,274	3,115	260
Tuolumne	1,490	2,041	170
Ventura	2,185	2,993	249
Yolo	1,897	2,598	217
Yuba	1,935	2,650	221